DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

7730
Ser 6/099
23 Sep 05

From: Commander, Navy Personnel Command (PERS-6)
To: Distribution

Subj: IMPLEMENTATION OF THE DEFENSE INCIDENT-BASED REPORTING
        SYSTEM FOR CORRECTIONS

Ref: (a) DODD 7730.47
        (b) DOD 7730.47-M
        (c) ASN (M&RA) Memo to CNP of 17 Oct 97
        (d) DCNP ltr 7700 PERS-84 of 26 Mar 02

Encl: (1) CORMIS DIBRS Records Match Procedures

1. <u>Purpose</u>. To implement Defense Incident-Based Reporting System
(DIBRS) reporting requirements for the corrections functional area per
references (a) and (b).

2. <u>Applicability</u>. Guidance contained within this letter is directive
in nature and applies to the Navy and Marine Corps Appellate Leave
Activity (NAMALA) and all Navy shore brigs, including pretrial
confinement facilities (PCF), and afloat brigs using the Corrections
Management Information System (CORMIS). This guidance is interim in
nature and shall be incorporated into a future Operating Navy
Instruction (OPNAVINST) as all DIBRS functional reporting areas come
on line with deployment of the Department of the Navy Criminal Justice
Information System (DONCJIS), currently in development.

3. <u>Discussion</u>

    a. DIBRS is designed to meet the data repository needs involved
in reporting on overall law enforcement activities and statistics
within the Department of Defense (DOD) as mandated by Congress. The
functional areas with reporting responsibility include: Law
Enforcement, Criminal Investigations, Command Action, Judicial
Functions, and Corrections.

    b. Per reference (c), Chief of Naval Personnel (CNP) is
designated as the Component Responsible Official (CRO) for the Navy
DIBRS. Responsibility includes coordinating, developing, implementing
and managing the reporting system established by reference (a).

    c. Per reference (d), Commander, Navy Personnel Command
(COMNAVPERSCOM) (PERS-68) is assigned as Functional Responsible
Official (FRO) for the Corrections and Command Actions functional
reporting areas.

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    d.   Naval Criminal Investigative Service (NCIS) is the Executive
Agency (EA) for the Consolidated Law Enforcement Operations Center
(CLEOC). CLEOC serves as the Department of Navy (DON) interim
criminal justice management information system (MIS) capable of
tracking UCMJ violations. Of the five functional areas, Navy and
Marine Corps Law Enforcement and Criminal Investigations (NCIS) are
reporting incident data via CLEOC. DIBRS reports are forwarded to the
Defense Management Data Center (DMDC) by NCIS on a recurring basis per
references (a) and (b) for consolidation within DOD and further
reporting and disposition.

    e.   CORMIS is DON's corrections MIS. CORMIS includes records for
prisoners from all services confined in DON confinement facilities,
and naval appellants assigned to NAMALA. CORMIS has the capability to
import and append select data elements from CLEOC and DMDC reports and
create and submit corrections incident data.

    f.   DIBRS elements within CORMIS are normal corrections data
collected routinely. Specific elements are tagged in the database for
use in creating the DIBRS report. There are three data elements
collected in CLEOC critical to the corrections report. The elements
are the DIBRS incident number, the FBI locator number, and the
offender sequence number.

4. Action

    a.   NCIS Chief Information Officer (CIO)

        (1) Provide PERS-6821 (Reporting Systems Manager) the
Administrative and Offender Segments of the CLEOC DIBRS report on a
monthly basis.

        (2) Provide PERS-6821 with read-only access to CLEOC for the
purpose of validating data.

    b.   Director, Navy Corrections and Programs Division (PERS-68)

        (1) Import applicable data elements from the Administrative
and Offender Segments gained from CLEOC and DMDC on a monthly basis.

        (2) Assist CORMIS users with validation of records via CLEOC.

        (3) Create, validate and submit the Corrections DIBRS report
to NCIS (CIO) on a monthly basis.

        (4) Provide training and assistance to CORMIS community.

        (5) Ensure oversight and audit of functional process.

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    c. Ashore and Afloat Brig Commanding Officers (COs), Officers-in-Charge (OICs), Chief Petty Officers-in-Charge (CPOICs); and CO NAMALA

       (1) Ensure CORMIS is populated in a timely and accurate manner, in all aspects.

       (2) Assign a DIBRS Administrator and Alternate(s), in writing, to conduct records match.

       (3) Provide PERS-6821 with DIBRS Administrator and Alternate(s) name, email address, and phone number for CORMIS permissions, training, and assistance.

       (4) Ensure records match is conducted at intervals no greater than monthly.

       (5) Ensure oversight and audit of functional process.

5. Records Match Process and Procedures

    (1) Process

       (a) Matching of records is based primarily upon Social Security Administration Numbers (SSAN) with follow-on matching of additional elements pertaining to UCMJ incidents.

       (b) As multiple incidents may be associated with a single SSAN, it is critical that key legal documents (e.g.; Report of Results of Trial (ROT), Courts-Martial Orders (Convening Authority (CA) action), and Supplemental Courts-Martial Orders (SCMO) are used as primary validation sources. Supplemental documents (e.g.; Charge Sheets, Confinement Orders, Results of Investigation, and Records of Trial) may be used to help define specific incidents in the records match.

       (c) Where validation is not possible with available source documents, PERS-6821 can assist by accessing CLEOC, which may provide additional information.
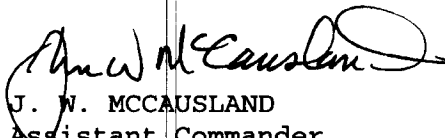
       (d) Validation must be certain. Data submissions are used to comply with federal criminal incident reporting, such as Victim and Witness Protection Act, Brady Handgun Violence Prevention Act, Domestic Violence Data Reporting, and National Incident-Based Reporting System (NIBRS).

    (2) Procedures. Enclosure (1) provides step-by-step instructions.

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6.   Effective Date.   This policy shall be implemented no later than 1
October 2005.

7.   Point of Contact.   Ms. Peggy Yoder, PERS-6821, at (901) 874-4443,
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By direction

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